

## **How to become a Designated EMSAT Web-Based Receive Site**

Our office frequently receives inquiries about how to become an EMSAT site. EMSAT stands for EMS Satellite Training, and a Designated EMSAT Site is authorized by the Virginia Office of Emergency Medical Services to issue category one or two CEU credit for attending EMSAT programs. **To get this credit, providers must attend a live satellite or web-based class at a Designated EMSAT Site between 7:30 PM and 8:30 PM, usually on the third Wednesday of the month.**

To become a designated web-based EMSAT receive site, you must have regular access to a building with a computer (laptop or moveable desktop) and high-speed internet access. A designated EMSAT site must have the computer hooked to an LCD or DLP projector to show the program to a group, even if the group is small. A telephone (not cell) is also necessary. Designated sites may be established at squad buildings, fire stations, hospitals, schools, or other community facilities. It is the responsibility of the applicant or applicants to contact the proposed facility to determine availability, as well as suitability for viewing a live web-based class.

Responsible individuals must agree to function as primary and secondary site coordinators and one of them must be at the site by 7:00 PM on EMSAT nights. EMSAT site coordinators are responsible for promoting attendance, programming internet IP addresses, disseminating and collecting CE materials, and filling out evaluations. All of this information is contained in the following application form, which must be completed and approved by our office before any credit is given.

## **Requirements for a Designated EMSAT Site**

**Room Requirements:** There must be seating for 8-10 people. A computer (laptop or moveable desktop) with high-speed internet access must be in the room. The computer must have the latest version of Windows Media Player, and must be hooked to an LCD or DLP projector to project the image on a screen. The computer or the projector must have speakers.

### **Telephone:**

A telephone (not cell) must be positioned for easy access by the students. Telephones must be able to access the statewide toll-free 800 number.

#### Acoustics:

The room selected should be in an area removed from high noise generating equipment or high activity sites such as fire or rescue traffic areas. Sound absorbent drapes, carpeting, cork bulletin boards, and acoustical ceiling tile will help minimize room noise.

#### Lighting:

It is advisable to reduce exterior light by the use of blinds, curtains, or shades. Room lighting should be of sufficient level to take notes and the seating arrangement should avoid reflections from lighting fixtures, windows, etc.

### **Designated Site Personnel Requirements**

#### Site Coordinators:

- 1) Each designated site must have two coordinators, a primary and a secondary coordinator.
- 2) Individual appointments will be for one-year intervals. There are no limits on appointments.
- 3) Must be a minimum of 21 years of age and all appointments are subject to final approval by the Virginia Office of EMS.

### **Coordinator Responsibilities:**

- 1) Primary coordinator will attend all EMSAT classes unless arrangements are made to have the secondary coordinator there.
- 2) Will receive and disseminate all EMSAT site correspondence from the Virginia Office of EMS. Will provide administrative assistance for the continuing education program as it pertains to completing the following:
  - A) Roster form
  - B) Continuing education cards
  - C) Mailing of continuing education forms and program evaluation forms to the Office of EMS
- 3) Will keep current phone numbers, addresses, and if available, e-mail addresses on file at the Virginia Office of EMS and the Regional Council Office.
- 5) Will remain at the site for the entire program, arriving by 7PM and remaining until the last person has left. Will assure site is left in an appropriate manner.
- 6) Will assure site is operational, that is, capable of receiving the EMSAT web-based program . If site is not operational, the coordinator will provide cancellation notice to the office of EMS and the local regional council office.

**Application for Designated EMSAT Site Status  
Virginia Office of Emergency Medical Services**

The Office of Emergency Medical Services appreciates your interest and cooperation in EMSAT. Please review all of the information contained in this application, and get the appropriate signatures from the primary and secondary site coordinators, an official of the proposed downlink facility (if separate from your agency), and a representative of your local Regional EMS Council. **Signatures on this page constitute agreement with the requirements listed on this form. After obtaining the necessary signatures, please return pages 3-4 to the Virginia Office of Emergency Medical Services.** Keep the other pages for your records. You should be notified of the status of your application within a month of submitting this page.

----- (site name)

----- (site address)

----- (site phone # to be used by attendees)

----- (facility official and title)

----- (signature of facility official) ----- (date)

----- (primary site coordinator)

----- (address)

----- e-mail address

----- (work phone #) ----- (home phone #)  
or pager

----- (signature of coordinator) ----- (date)

----- (secondary site coordinator)

----- (address)

----- e-mail address

----- (work phone #) ----- (home phone #)  
or pager

----- (signature of coordinator) ----- (date)

----- (Regional EMS Council official)  
----- (work phone)  
----- (signature) -----(date)  
----- (application submitted by)  
----- (Address)  
----- (work phone) -----(date)

For more information about Designated EMSAT Sites, please contact Terry Coy or  
Tracie Jones at the Virginia Office of Emergency Medical Services

Office of Emergency Medical Services  
Department of Educational Development  
109 Governor St. UB-55  
Richmond, Virginia 23219  
800 523-6019 (toll free)  
804 864-7600 (Richmond)